



COVID-19 Safety Plan

For Grades K-5th

Revised June 2022

1522 Lewiston Drive, Sunnyvale, CA 94087



Per Directives from:

COVID-19 and Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California 2020-2021 School Year, State of California Safe Schools for All Hub, California Department of Health Guidance for K-12 Schools for the 2021/2022 School Year, and CDC Guidance for COVID-19 Prevention in K-12 Schools.

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A. INTRODUCTION

The French American School of Silicon Valley (FASSV) has a plan in place to accommodate student learning due to COVID-19 restrictions. On July 9, 2021, the Centers for Disease Control and Prevention (CDC) published its [updated](#) recommendations for K-12 schools. The following guidance applies CDC's recommendations to the California context, in order to help FASSV implement safe, successful, and full in-person instruction in the 2021-22 school year. The plan has been updated in accordance with the updated March 1, 2022, guidance from California Department of Public Health

B. GENERAL SAFETY MEASURES

This plan has been created through analysis of risk assessments using the [State of California Safe Schools for All Hub](#) , [California Department of Public Health Guidance for K-12 Schools for the 2021/22 School Year](#) and [CDC Guidance for COVID-19 Prevention in K-12 Schools](#) with input from parent, community and staff. Those responsible for implementing the plan are Martine Trusz (Head of School), Tiffany Hartdegen (Assistant Head of School), and Laurel Maguire (Director of Finance and Operations).

The above-mentioned persons responsible for implementing this plan will conduct checks for compliance with the stated policies and procedures. Any discrepancies will be documented and corrected.

Continued communication with local and state authorities will occur to determine current disease levels to assist the school with implementing the most recent control measures.

This plan addresses on-campus learning and safety.

C. CLEANING AND DISINFECTING SAFETY MEASURES

The French American School of Silicon Valley has created a cleaning and disinfecting plan designed to address safety measures and protocols in protecting students and staff to prevent the spread of COVID-19 virus while on campus. Special consideration has been given to trainings, ventilation, disinfectant materials, cleaning schedules, classroom lay out, and shared space. A detail of the School's cleaning and disinfecting measures is retained within the Business Office files.

1. General

- a. All custodial and applicable staff have been trained on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- b. All custodial and applicable staff will use cleaning products approved for use against COVID-19 on the [EPAs approved list "N"](#).
- c. All custodial and applicable staff will be provided with appropriate Personal Protective Equipment.
- d. Proper ventilation will occur during cleanings.

2. Classrooms

- a. Items that are difficult to clean have been removed from the classrooms, such as carpets, or stuffed animals.
- b. Teachers will conduct high frequency of cleaning throughout the day of classroom surfaces, as appropriate, including high touch surfaces such as light switches and door handles, table and desk surfaces, countertops, chairs, faucets, and shared equipment and materials. At the end of the day, custodial staff will clean and disinfect high-touch surfaces, such as light switches and door handles, table and desk surfaces, countertops, chairs, faucets, and shared equipment or materials.
- c. Custodial staff will clean and disinfect classroom floors each evening.

3. Restroom and Common Areas

- a. All restrooms and common areas will be cleaned and disinfected by custodial staff throughout the day, and each night, as recommended by health and safety guidelines set forth by the Center for Disease Control, the Santa Clara County Public Health Department and the California Department of Public Health.

D. STUDENT SAFETY

1. Before Arriving on Campus

- a. All staff have been trained in the health and safety guidelines set forth by the Center for Disease control, the Santa Clara County Public Health Department, and the California Department of Public Health, including proper use of face coverings, physical distancing, handwashing hygiene, etc.
- b. Parent and student training will be ongoing throughout the pandemic. The information will be distributed through emails, newsletters, parent-teacher contacts, and back-to- school meetings.
- c. Parents and staff will complete a COVID-19 questionnaire each morning. The questionnaire will be based on the health screening questions recommended by the Santa Clara County Public Health Department asking whether they or their child has been diagnosed with COVID-19, lives in the same household or had close contact with someone who in the past 10 days has been in isolation for COVID-19 or had a test confirming they have COVID-19, and whether they have experienced any COVID-19 symptoms (fever or chills, cough, loss of taste or smell, shortness of breath, fatigue, muscle aches, headache, sore throat, runny nose and congestion, nausea, vomiting, or diarrhea) The results of these questions will be reviewed and analyzed by the School's administration.
- d. Signs have been posted around campus and all entry points mandating Physical Distancing (when mandated), Face Covering Wearing, and Frequent Handwashing.

2. Screening and Drop Off and Pickup

- a. Drop off and Pickup times have been separated
 - i. Kindergarten – 2nd Grade (main playground)
 - ii. 3rd – 5th Grade (portable courtyard)
- b. Parents will not be allowed on campus and is highly recommended they wear a face covering during drop off and pickup. They are to remain outside the campus at the playground's exterior gate, respecting physical distancing of 6 feet. Signs are in place to remind parents of the six feet distancing requirement.
- c. All students K-5th Grade are highly recommended to wear face coverings when arriving on campus (pursuant to California State's March 1st order, taking effect March 11, 2022). Students will be greeted at playground's gate, get their temperature taken, and then escorted directly to their classroom where they will promptly wash their hands.

- d. Each morning, before arriving on campus, parents or legal guardians will be required to complete a symptom screening questionnaire for their student(s). The questionnaire is based on the health screening questions recommended by the Santa Clara County Public Health Department asking whether the child has been diagnosed with COVID-19, lives in the same household or had close contact with someone who in the past 10 days has been in isolation for COVID-19 or had a test confirming they have COVID-19, and whether they have experienced any COVID-19 symptoms (fever or chills, runny nose (CDC), cough, loss of taste or smell, shortness of breath, fatigue, muscle aches, headache, sore throat, nausea, vomiting, or diarrhea). Answers will be securely stored in each individual account and kept confidential. All student accounts are managed and updated by the student's parents or legal guardians.
- e. Parents who need to drop off children outside of the regular drop off times will follow the same process as described in b., c., and d.
- f. Student attendance will be used as group contact tracing which involves identifying those who may have an infectious disease, the groups of people they came in contact with, and working with them to limit the spread of the disease. The persons assigned to perform group contact tracing and to liaise with the County of Santa Clara Public Health Department in the event of a Covid-19 Exposure are Martine Trusz, FASSV's Head of School, and Laurel Maguire, FASSV's Director of Finance and Operations.
- g. Symptomatic students who report to school will be sent home and asked to seek care and testing. Students waiting to be picked up will remain in a designated isolation room with a mask on until picked up.
- h. School staff will monitor for signs and symptoms of COVID-19 to take appropriate action, as appropriate.

3. Classrooms Cohorts

- a. Students will remain in classroom cohorts. Students will mix with other stable classroom cohorts during outside time and during afterschool programs. It's recommended that children use face coverings both inside and outside of the classroom, except while eating and drinking.

4. Face Coverings

- a. All students in K – 5th Grade are highly recommended to wear face coverings
 - i. While arriving and departing from campus.
 - ii. In any area outside the classroom except when eating, drinking, or engaging in physical activity.

- b. Students in K-5th Grade are highly recommended to wear face coverings in the classroom and outside.
- c. The following students should not be recommended or required to wear face coverings:
 - i. Anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove their face covering without assistance (6 feet physical distancing is then required, to the extent possible).
 - ii. Students with special needs who are unable to tolerate a face covering (6 feet physical distancing is then required, to the extent possible).
- d. Students are allowed to use cloth face coverings from home. Disposable face coverings are available at the school for use in case a student's face covering gets soiled or damaged.
- e. All students will be taught the reason for a proper use of a face covering.
- f. Students will learn about appropriate procedures for putting on and taking off and storing the face covering (during mealtimes and snack times, etc.).
- g. Students must not share or swap face coverings.
- h. Signage is posted on campus reminding students and faculty as to the importance of wearing face coverings.

5. Physical Distancing

- a. Spacing between student desks will be maximized, to the extent practicable.
- b. Stable seating arrangements will be assigned to students to ensure that close contacts within classrooms are minimized and easily identifiable.
- c. Teacher desks will be at least six feet away from the students' desks to the extent possible to minimize the risk of adult-to-child transmission.

6. Ventilation

- a. All HVAC Units are regularly cleaned.
- b. All units use high-efficiency MERV-13 air filters.
- c. Additional air filtration systems have been purchased and installed, where applicable.
- d. Both outside classroom doors as well as windows will remain open throughout the day to the extent possible to allow for greater ventilation.

7. Recess and Lunch Breaks

- a. Students will mix with other stable classroom cohorts during outside time and during afterschool programs. It is highly recommended that children wear face coverings both inside and outside of the classroom, except while eating and drinking.
- b. During inclement weather, students will eat in their classrooms.
- c. Face coverings will not be worn while eating, drinking, or engaging in physical activity.
- d. Hand hygiene will be performed prior to and after snack and lunch breaks.
- e. Water fountains will not be used this school year. Students are being asked to bring water tumblers each day prominently labeled with the student's name to minimize the need for refills. The tumbler can be refilled from the touchless faucet in the classroom, when needed.
- f. Hot lunch will be provided with safety protocols in place for safe food handling.
- g. Sack lunches and snacks will be separately packed and labeled with the student's name.

8. Restroom

- a. Use of restrooms will be staggered throughout the day. Custodial staff will be focused on cleaning and disinfecting throughout the day.
- b. All students K-5th grade will be required to wear a face covering when using the restroom.
- c. Touchless faucets, soap dispensers and paper towel dispensers have been installed.

9. Hygiene

- a. Students will be taught proper handwashing techniques. They will be reminded of handwashing throughout the day.
- b. There will be access to water and soap and/or hand sanitizer in the classrooms and restrooms. Portable hand sanitizing stations are available as inside the building, in the hallway, and outside of each restroom.
- c. Signage will be posted above the sinks in the classroom and restrooms displaying proper handwashing techniques.
- d. Students will be reminded during the day to avoid touching their eyes, noses, or mouth.

10. After Care

Extended care will be offered in the afternoon, as County and State guidelines permit.

E. FACULTY AND STAFF SAFETY

1. Training

- a. All Staff has received American Red Cross Returning to Work During COVID-19: Safe Work Practices Online Course which includes information about the spread of COVID-19, signs and symptoms of the disease, prevention strategies and proper disinfection techniques and routines. Staff will also receive a copy of this manual as well as Santa Clara County's COVID-19 Ready document.

2. Screening

- a. Each morning, before arriving on campus, all employees will be required to complete a symptom screening questionnaire using the Kyla App. The questionnaire is based on the health screening questions recommended by the Santa Clara County Public Health Department asking whether the employee has been diagnosed with COVID-19, lives in the same household or had close contact with someone who in the past 10 days has been in isolation for COVID-19 or had a test confirming they have COVID-19, and whether they have experienced any COVID-19 symptoms (fever or chills, runny nose (CDC), cough, loss of taste or smell, shortness of breath, fatigue, muscle aches, headache, sore throat, nausea, vomiting, or diarrhea). Answers will be securely stored in each individual account and kept confidential.
- b. Attendance will be used as group contact tracing which involves identifying those who have an infectious disease and those people they came in contact with; and working with them to interrupt the spread of the disease.
- c. All staff will report to the office for temperature screening at the beginning of their shift
- d. Employees have been instructed not to come in to work when they are ill.
- e. Symptomatic employees will be sent home and asked to seek medical care and testing

3. Face Coverings

- a. All staff must currently wear a face covering at all times while on campus, except while eating and drinking, which should be done outside.
- b. Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.

- c. Staff who are unable to wear a face covering for medical reasons will not be assigned duties that require close contact with students.
- d. Non-medical masks are in the office in the event that an employee needs a replacement during the day.
- e. Face shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others. However, teachers and other staff may consider using face shields in combination with face coverings when in the classroom to further reduce the risk of transmission.
- f. Teachers may consider using face coverings with clear windows during phonological instruction to enable students to see the teacher's mouth and in settings where a face covering poses a barrier to communicating with a student who is hearing impaired or a student with a disability.

4. Physical Distancing (Classrooms, Breakroom, Faculty Meeting, Lunch)

- a. Teacher desks will be spaced away from students to the extent possible.
- b. Teachers will maintain distance from students and other staff as much as possible
- c. Back to School, and Parent Conferences will be held remotely for the foreseeable future.
- d. Due to staffroom's layout, it is recommended that the space be limited to 6 staff members, when practicable. Face Coverings are required as they are in all areas of the campus, and employees are required to wipe off any surfaces touched. **No eating** is permitted in the staff room.

5. Restroom

- a. All staff is required to wash their hands or use hand sanitizer before entering the restroom
- b. All staff is required to wear a face covering while using the restroom.

6. Vaccination and Testing

To promote health in our school community, employees are requested to be immunized against COVID-19 unless a medical exemption (or other exemption when deemed appropriate by the State of California) applies.

All FASSV staff is currently vaccinated. Any non-vaccinated employees would be offered screening testing weekly.

F. CAMPUS SAFETY

1. Entering and Leaving Campus

- a. When arriving at campus for drop-off, parents will stay outside the playground gate. It is highly recommended for parents to wear a face covering. It is highly recommended that all students wear face coverings when arriving on campus. Students will be greeted by a staff member by and walked to their classroom after getting temperature checked.
- b. All employees will check in at the front office for a temperature check.
- c. Parents will remain at the playground gate and it's highly recommended that they wear a face covering.
- d. It is highly recommended that all students wear a face covering when leaving campus. Students will be walked to the gate.
- e. Teachers will leave their classroom through outside doors, whenever possible.

2. Movement on Campus

- a. Recess and restroom times will be staggered to avoid mixing of cohorts in the hallway.

3. Front Office Space

- a. Due to front office's layout, it is recommended that the space be limited to one additional staff member, when practicable. Face Coverings are required for staff as they are in all areas of the campus
- b. Workspaces have been reorganized and staff is seated at least six feet apart and facing away from each other.
- c. Employees are responsible for disinfecting their workspaces at the end of their shift.
- d. Common areas, such as the copier, are disinfected each evening.

4. Visitors

- a. Only necessary visitors will be allowed on campus. Necessary visitors include delivery and repair services.
- b. Visitors are required to wear face coverings while on campus and are to be screened for COVID-19 symptoms before coming onto campus.
- c. Visitors are required to keep at least 6 feet physical distance from all students and staff.

5. Parents

- a. Parents and caregivers should wear face coverings during drop-off and pick-up.
- b. If parents and caregivers need to drop off their child late or pick them up early, they will communicate with the Front Desk through the videophone at the main entrance and wait there until their children are taken to them. If for any reason the parent or caregiver enters the building they must wear a face covering.

6. Fire and Earthquake Drills, Field Trips and School Events

Fire drills will be practiced safely to avoid mixing cohorts, to the extent possible during the drills. Students will be escorted out of the building through the nearest exit, to gather in their designated meeting location. Earthquake drills will be practiced in the classroom with face coverings worn. In the event of an actual emergency, where the evacuation of the building is required, staff and students will exit the building, physically distanced as much as possible.

7. Aftercare, Extracurricular Activities and School Events

- a. To the extent possible, the use of outside areas will be considered for extracurricular activities and school events, where appropriate.
- b. Aftercare and Extracurricular Activities
 - i. It is highly recommended that face coverings be worn during Extracurricular activities
- c. Field trips, assemblies and other gatherings may be permitted if
 - i. Venues must be COVID-19 compliant
- d. Onsite School events will be limited to students and staff only with most taking place in stable cohorts in classrooms. Outside gatherings may be considered as county guidelines permit.
- e. Parents may be invited to join into events remotely and in person, when appropriate.

8. Signage

- a. Signage is installed throughout the campus in restrooms, classrooms and buildings reminding students and staff of physical distancing, where appropriate, and hygiene requirements.
- b. At all entrances, signs have been posted instructing staff, students, and visitors not to enter campus if they have COVID-19 symptoms.

G. COVID-19 TESTING AND REPORTING

1. Students and staff are to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19. Unvaccinated staff members on campus will be tested twice monthly.
2. A list of nearby testing sites is available through [Santa Clara County's Emergency Operations Center](#). Tests can be arranged through Kyla on the employee's Kyla App. Per State Guidelines, home tests are currently accepted.
3. Positive Test Results
 - a. Parents/guardians and staff are to notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - b. Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, actions will be taken as listed in section H below.
 - c. Asymptomatic in-school or community close contacts to a COVID-19 case may remain at school in all activities, regardless of vaccination status, with the exception of unvaccinated staff who are excluded from afterschool activities. Asymptomatic individuals may continue to attend school (or work) if they:
 - i. Are asymptomatic
 - ii. Appropriately mask, as required, for a full 10 days
 - iii. Undergo testing on day 3-5
 - iv. Undergo weekly on or off campus testing

**If symptoms develop, isolate immediately and get tested; and remain in isolation until results are received.
4. Negative Test Results
 - a. Symptomatic students or staff who test negative for COVID-19 should remain home until at least 24 hours after resolution of fever (if any) AND improvement in other symptoms.

H. RESPONSE TO SUSPECTED OR CONFIRMED CASES AND CLOSE CONTACTS

1. School administrators have identified an isolation area to separate anyone who exhibits COVID-19 symptoms.
2. Any students or staff exhibiting symptoms will immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, 9-1-1 will be called without delay.
3. Asymptomatic in-school or community close contacts to a COVID-19 case may remain at school in all activities, regardless of vaccination status, with the exception of unvaccinated staff who are excluded from afterschool activities. Asymptomatic individuals may continue to attend school (or work) if they:
 - a. Are asymptomatic
 - b. Appropriately mask, as required, for a full 10 days
 - c. Undergo testing on day 3-5
 - d. Undergo weekly on or off campus testing

**If symptoms develop, isolate immediately and get tested; and remain in isolation until results are received.

Confirmed COVID-19 Case(s):

1. School administrators will notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by contacting the California Department of Public Health through SPOT (CDPHs' School Portal for Outbreak Tracking)
2. School administrators will notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
3. The school's janitor will close off areas used by any sick person, where appropriate. Safe and correct application of disinfectants using personal protective equipment will be completed.
4. Asymptomatic in-school or community close contacts to a COVID-19 case may remain at school in all activities, regardless of vaccination status, with the exception of unvaccinated staff who are excluded from afterschool activities. Asymptomatic individuals may continue to attend school (or work) if they:

- a. Are asymptomatic
- b. Appropriately mask, as required, for a full 10 days
- c. Undergo testing on day 3-5
- d. Undergo weekly on or off campus testing

**If symptoms develop, isolate immediately and get tested; and remain in isolation until results are received.

Return to Campus after Testing Negative:

1. Symptomatic individuals who test negative for COVID-19 can return 24 hours after resolution of fever (if any) AND improvement in symptoms.
2. Documentation of a negative test result should be provided to school administrators
3. In lieu of a negative test result, students and staff may return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

Return to Campus after Testing Positive:

1. Symptomatic individuals who test positive for COVID-19 are to stay home for at least 5 day and can return* on or after day 5 with a negative test result. If no test is done, then stay home 10 days. *Stay home until any symptoms improve and no fever for 24 hours. Wear a mask for a total of 10 days whenever near others.
2. Asymptomatic individuals who test positive for COVID-19 can return on or after day 6 with a negative test result on or after day 5. Wear a mask for a total of 10 days whenever around others.

I. TRIGGERS TO REMOTE LEARNING

1. The French American School of Silicon Valley anticipates in-person instruction to resume and continue for all grades during the 2021-2022 academic year. FASSV's faculty and staff does have the capability to pivot to remote learning quickly should it become mandated or become necessary.
2. The French American School of Silicon Valley will close the campus if the following should occur
 - a. As directed by local, state, or federal government or other health agencies.

J. SUMMARY OF ENGAGEMENT WITH PARENT, COMMUNITY AND LABOR ORGANIZATIONS

The French American School of Silicon Valley (FASSV) has actively engaged the School's community in determining the School's response to the COVID-19 pandemic. Collaboration occurred in developing and implementing the School's Return to School Reopening for the 2020-2021 academic year; and to the School's Return to Full In-person Instruction for the 2021-2022 academic year.

1. FASSV School Community – Faculty and Staff

- a. FASSV has received valued input and analyses from faculty and staff.
- b. Since March 2020 regularly scheduled remote faculty and staff meetings have occurred which has provided much teamwork, collaboration, planning, and shared decision making regarding how to best serve our student's learning.
- c. Faculty and Administrative staff were (and continue to be) invited to join in to CAIS, NAIS, and Santa Clara County remote webinars designed around safety procedures in operating K-12 schools for in-person instruction during this the Covid-19 pandemic.

2. FASSV School Community – Parents

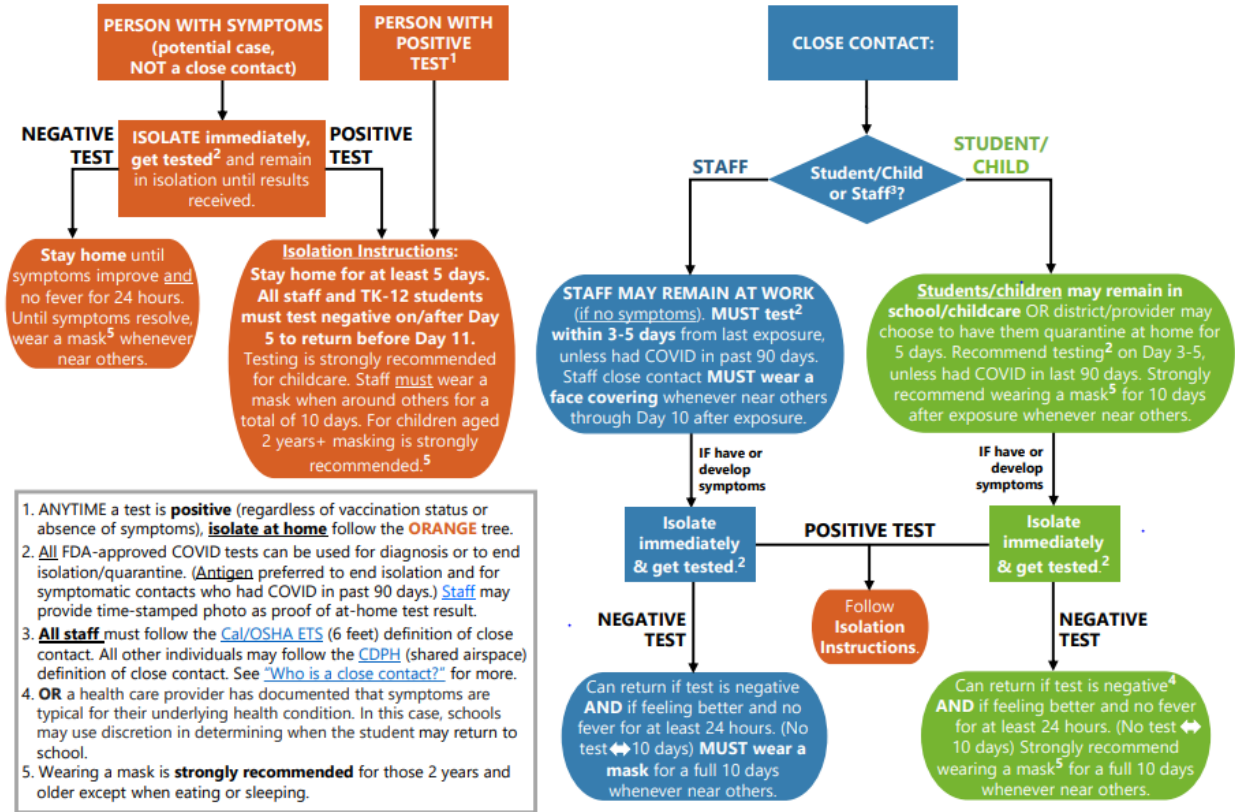
- a. Periodic Zoom "Coffee" meetings were and continue to be scheduled with families during 2020-2021 to provide updates, questions, and answer times for parents, and conducting polls to gain parent input.
- b. FASSV's newsletters to the school community continue to contain pertinent information regarding student learning and the school's decisions and more.
- c. Surveys were conducted to gain parents insights on:
 - i. Their preference of learning (onsite vs continuing distance learning) in 2020-2021
 - ii. Their commitment level to return to on-site learning.
 - iii. Optional comments pertinent to reopening the campus.
- d. A survey conducted on August 25, 2020 and completed on August 31, 2020, about School Waiver Application Survey, indicated the following for the 2020-2021 academic year:
 - i. 76% of our parents opted to send their children back to on-campus learning.
 - ii. 24% of our parents favored remote learning.

3. Community and Labor Organizations

- a.** FASSV belongs to various organizations that have provided input and insights over the past months as we navigate through the COVID-19 Pandemic while meeting the educational needs of our students, as well as the safety needs of our faculty and staff.
- b.** Liebert, Cassidy, and Whitmore has provided FASSV with valuable training regarding the legal aspects of reopening our school while involving the stakeholders.
- c.** CAIS (California Association of Independent School) and NAIS (National Association of Independent Schools) have also advised and provided training to FASSV in developing our school's reopening plan.
- d.** CALISBOA (California Independent School Business Officers Association) has provided weekly remote breakout meetings for Finance, Human Resources, and Operations to address pertaining to staff and student safety, and facilities cleaning and disinfection guidelines pertaining to COVID-19.

APPENDIX 1 – DECISION TREE FOR TK-12 SETTING

COVID-19 DECISION TREE – TK-12 & CHILDCARE (6.1.22)
to Determine Isolation or Quarantine for Staff & Children



1. ANYTIME a test is **positive** (regardless of vaccination status or absence of symptoms), **isolate at home** follow the **ORANGE** tree.
2. All FDA-approved COVID tests can be used for diagnosis or to end isolation/quarantine. (Antigen preferred to end isolation and for symptomatic contacts who had COVID in past 90 days.) Staff may provide time-stamped photo as proof of at-home test result.
3. All staff must follow the Cal/OSHA ETS (6 feet) definition of close contact. All other individuals may follow the CDPH (shared airspace) definition of close contact. See "Who is a close contact?" for more.
4. **OR** a health care provider has documented that symptoms are typical for their underlying health condition. In this case, schools may use discretion in determining when the student may return to school.
5. Wearing a mask is **strongly recommended** for those 2 years and older except when eating or sleeping.

APPENDIX 2 – HEALTH DEPARTMENT AND GOVERNMENT LINKS



COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2-21 School Year January 14, 2021

[California Department of Public Health Guidance for K-12 Schools for the 2021/22 School Year](#)

State of California Safe Schools for all Hub January 14, 2021

[CA Covid-19 School Readiness Hub](#)



[CDC Guidance for COVID-19 Prevention in K-12 Schools](#)



COVID-19 PREPARED: Reopening of Santa Clara County K-12 Schools for the 2020-2021 School Year: